DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0101N18

SENIOR TECHNICAL MANAGER
Manager, Administrative Office of the Courts Data Center

Opening Date: January 9, 2018 **Closing Date:** Open until filled

Salary: $62,776– $78,470 - $94,164 per year
(Minimum – Midpoint - Maximum) Pay Grade 20*

Recruiting For: **Administrative Office of the Courts, Judicial Information Center**

Location: New Castle **(Please check this location on your application)**

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*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee reports to the Deputy State Court Administrator/Information Systems Manager of the Administrative Office of the Courts (AOC) Judicial Information Center (JIC). Primary duties will include:
- Direct management of Application Development team.
- Leading the technical work performed for the Judiciary and ensuring technical initiatives are aligned with the courts' strategic objectives.
- Ensuring standards and framework compliance across the organization.
- Leading and assisting in strategic and tactical planning of IT initiatives.
- Managing operational effectiveness and leading troubleshooting efforts for client-server and mainframe systems.

Additional duties include but are not limited to:
- Planning, assigning, reviewing, and evaluating the work of subordinates.
- Designing, modifying, and installing software.
- Monitoring production/quality control and systems security.

Typical contacts include system users throughout the Judicial Branch, and vendors of software, hardware, and maintenance/service.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Experience in application architecture and design.
2. Experience in IT project management which includes planning, scheduling, staffing, coordinating, controlling, monitoring, evaluating, change management, and reporting on status of IT projects. Vendor management experience is helpful.
3. Experience in staff supervision which includes prioritizing, planning, assigning, reviewing, and evaluating the work of others.
4. Ability to communicate both verbally and in writing, complex technical information in a format appropriate to ensure audience comprehension (for a diverse group of clients including end-users, staff, and coworkers).
5. Ability to dissect an assigned technological challenge and keep the team focused on developing realistic and effective solutions. Mentor team members and recommend skills enhancement/training and career path opportunities that are linked to the department's strategic objectives.
6. Knowledge of mainframe programming and mainframe databases and knowledge of object-oriented programming in multi-tier environments. Knowledge of techniques for interfacing between disparate systems.
7. A concrete understanding of data classifications and the ability to ensure systems comply with state standards and guidelines.
8. Based on the situational need, must possess the ability to be hands-on, strategic, or both. Must be a strong team player.

Conditions of Employment:
- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at http://ben.omb.delaware.gov/.

Submitting Your Application: Visit the website at http://courts.delaware.gov/career/ and review the complete job announcement, then click on "apply" next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft© Word or PDF format. Applications should be submitted by any <u>one</u> of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: apps.aoc@state.de.us **(preferred method)**
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
> Administrative Office of the Courts
> The Renaissance Centre

405 N. King Street, Suite 507
Wilmington, DE 19801-3700

<u>Attachments to Applications</u>:
- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

<u>Accommodations</u>:
- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer